

PRELIMINARY REGULATIONS ON APPLYING FOR AND GRANTING UNIVERSIDAD EUROPEA DE

MADRID SCHOLARSHIPS

This Regulation establishes the academic and administrative requirements for applying for Universidad Europea de Madrid scholarships and grants, as well as scholarship recipient selection procedures. The aim of this Regulation is to guarantee that students who comply with the requirements and with a good academic record can continue their studies at the Universidad Europea de Madrid in order to favor the personal development and training of the best students at our University.

I- BACHELOR'S DEGREE SCHOLARSHIPS

Article 1. Scholarship applicants

1. All students included in the following situations can apply for Universidad Europea de Madrid scholarships:
 - a) First-time scholarship applicants:
 - Students who want to enroll at the Universidad Europea de Madrid for the first time.
 - Students already studying at the Universidad Europea de Madrid.
 - b) Scholarship renewal applicants at the Universidad Europea de Madrid:
 - Students with a University scholarship during the previous academic year.
2. Applicants must comply with the requirements and procedures set forth in this Regulation.
3. The scholarship does not cover the place reservation fee or file opening fee.

Article 2. Scholarships established by agreements

1. Scholarships arising from agreements signed between the Universidad Europea de Madrid and other public or private institutions shall be governed by the provisions of the Agreement based on the principles included in this Regulation.
2. All institutions that sign a scholarship agreement with the Universidad Europea de Madrid shall be informed of this Regulation. The Universidad Europea de Madrid Scholarship Committee shall be represented and have voting rights at meetings of the institutions where Universidad Europea de Madrid scholarship candidates are selected.
3. Scholarships arising from agreements signed between the Universidad Europea de Madrid and

other institutions must be specifically approved by the Scholarship Committee mentioned in this Regulation; the committee shall consider the academic performance of each applicant.

Article 3. Call and application deadline

1. Each year the University will publish the call for scholarships for each academic year before July. The announcement will be public and published on the Universidad Europea de Madrid website. Anyone interested in applying can contact Student Services for information.
2. Applicants can find the application forms and this Regulation on the University website and at Student Services.
3. The application period for new students is **from May 30 to September 10**.

New students can submit their application to Universidad Europea de Madrid Student Services. Applications must be accompanied by all relevant documentation.

4. The application period **for students already enrolled at the Universidad Europea de Madrid** (i.e. not new students), whether they are applying for a scholarship for the first time or have received a University grant the previous academic year and want to renew it, will begin on June 15 (or next business day) and end on July 14 (or next business day). Applications must be accompanied by all relevant documentation.
5. Applications missing any required data or documentation, or submitted outside the application period, shall not be accepted.
6. Submitting an application entails full acceptance of this rules in this Regulation. Partial or total non-compliance with the terms and conditions shall entitle the Scholarship Committee to reject the application submitted.

Article 4. Academic requirements for Bachelor's degree students

Scholarship applicants must comply with the academic requirements set forth in this Regulation.

Scholarships are for students entering the university for the first time from their high school diploma or Advanced Career and Technical Education to study a Bachelor's degree, and to students already enrolled on a Bachelor's degree who accessed via the same type of channel.

a) New students:

1. For new students, the Scholarship Committee will assess the academic performance of each applicant according to their transcript.
2. Criteria for assessing transcripts:

- New students with a Spanish High School Diploma who have sat the University Access Assessment (EvAU) must have an average grade of 9 if they sat the elective part of the assessment:

$$\text{Average grade} = \text{FEG} + (\text{axM1} + \text{bxM2})$$

FEG = Final Entrance exam Grade

EvAU = University Access Assessment (compulsory part) FHG =

Average High school diploma transcript grade.

M1, M2 = Grades from a maximum of two exercises passed in the voluntary phase to give the best admission grade.

a,b = weighting parameters.

- New students with a High School Diploma who did not sit the elective part of the EvAU, those who did not sit the EvAU and those with a High School Diploma other than the diploma mentioned in the section above must have a grade of at least 7.
- For students entering the university from Advanced Career and Technical Education, the average grade must be at least 8.

In any case, students must provide documentary proof of complying with this requirement in addition to providing the data and documentation required in Article 6 of this Regulation.

b) Students already studying at the Universidad Europea de Madrid and applying for a scholarship for the first time must pass all subjects from the last academic year during the first exam period, with at least the following average grades on their transcript:

- 1) Bachelor's Degrees in the field of Engineering and Architecture, and double degrees. 7 points.
- 2) Other studies: 7.5 points.

c) Students already studying at the Universidad Europea de Madrid and applying to renew a scholarship granted the previous academic year must pass all subjects from the last academic year during the first exam period, with at least the following average grades on their transcript:

- 1) Bachelor's Degrees in the field of Engineering and Architecture, and double degrees. **7 points.**
- 2) Other studies: **7.5 points.**

Under the circumstances described in points b) and c) of this article, the grade obtained in each subject will be weighted according to their number of credits pursuant to the following formula:

$$V = (G \times Ncs) / Nct$$

- . V = Value of weighting the average grade obtained in each subject.
- . G = Grade for each subject.
- . Ncs = Number of credits for the subject.
- . Nct = Number of credits enrolled for the academic year.

The values from applying this formula to each subject will be added and the resulting figure will be the final grade.

If the result is lower than 7, the average is lower than Above Average.

If the transcript has no numerical grade, the average grade will be calculated according to the following criteria: sum of credits passed by the student, each multiplied by the value of the corresponding grade using the equivalence table specified below, and divided by the number of credits passed by the student:

Pass: 1 point Above Average: 2 points. Outstanding: 3 points. With Honors: 4

Points If the result is lower than two points, the average will be considered lower than 7.

Recognized credits will not be considered to calculate the average grade.

Students applying for a scholarship who were already studying at the University and apply for a scholarship for the first time, or who apply for renewal must have enrolled on at least a full course during the previous academic year or, where appropriate, at least 60 ECTS.

Article 5. Financial requirements

The scholarships referred to in this Regulation may not be granted to applicants with an annual family income of over €100,000.

The income tax return of each family member must be submitted in order to check compliance with this requirement.

Parents considered to be the main providers for the family will be considered eligible family members to calculate family income and assets for scholarships.

For the purpose of scholarships and grants, family income will be obtained by adding the income of each eligible family member with income of any kind, calculated as that indicated in the paragraphs below and pursuant to Personal Income Tax regulations. Negative income from years prior to the year in question will not be included.

The income of eligible members who have filed a Personal Income Tax return or refund application will be established as follows:

- a) General income and savings income for the tax period will be added.
- b) The total tax payable will be deducted from this figure.

The Committee may request additional documentation, such as an asset return, to justify the level of income of the family unit, or any other documentation required to accredit sufficient financial means to make payments not covered by the scholarship.

Article 6. Administrative requirements

Applicants must:

- a. Fill in the data requested in the scholarship application form: personal, family and financial data and comments.
- b. Submit a photocopy, previously stamped by a Tax Agency Office, or certified by any public body or notary public, of the income and asset joint or individual tax return of their parents or person the student depends on financially. Certification will not be necessary if the tax return or returns were submitted electronically and include a digital verification code.
- c. New students will have a period of 5 business days from receipt of notification of the scholarship to open their file, reserve the place and enroll on all subjects for the course they will study. If the student does not complete these formalities within this period, they automatically waive the

scholarship. For these purposes, notification sent to the student at the email address indicated on the scholarship application is considered valid.

- d. Other Universidad Europea de Madrid students must enroll on all subjects before July 31, or the next business day. If the student does not complete these formalities within this period, they automatically waive the scholarship application/award.
- e. Scholarships granted by the Universidad Europea de Madrid are incompatible with any other scholarships or grants from the University or other entities, unless expressly indicated otherwise by the University or the entity.
- f. Students applying for a scholarship for any course other than first year must enroll on the full course. To enroll on a full course, final year students must enroll on all credits necessary to complete their degree program. Unenrolling from any subject will entail automatically losing your right to the scholarship.

Article 7. Scaling merits

The Scholarship Committee will scale applications according to the requirements set forth in Article 4, setting a cutoff grade depending on the Universidad Europea de Madrid budget available for scholarships.

The Scholarship Committee reserves the right to establish a specific quota of scholarships for each degree program offered at the university or that have limited places.

Article 8. Scholarship amount

The scholarship amounts to €3,000.

II- MASTER'S DEGREE SCHOLARSHIPS

Article 9. Master's Degree Scholarships

Universidad Europea de Madrid will grant scholarships to students enrolled on Professional Master's Degrees or degrees necessary for professional qualification, with an annual tuition fee calculated by multiplying the number of ECTS credits the student enrolls on by the value of the ECTS credit.

The maximum value of the scholarship will be 20% of the annual tuition fees, with a maximum limit of €3,000.

In any case, these grants are subject to budget availability. The period for new students to apply for a new scholarship or renewal will be **May 30 to September 10** and for students already enrolled on a Professional Master's Degree at the Universidad Europea de Madrid, from **June 15 to July 14**.

The academic requirements applicable to professional master's degree students applying for a new scholarship or renewal will be equivalent to the requirements set forth in Article 4.b) and c).

III - GRANTING SCHOLARSHIPS

Article 10. Granting scholarships

1. The Universidad Europea de Madrid Scholarship Committee is in charge of reviewing and scaling all scholarship applications submitted pursuant to the provision of this Regulation, as well as granting or refusing Universidad Europea de Madrid scholarships.

2. The Scholarship Committee is chaired by the General Secretary of the Universidad Europea de Madrid, and also includes the Dean appointed by the Rector, a member of the Administration and Finance Department and another from the Marketing Department, and two faculty professors chosen by the University's Academic Council who are renewed annually. The Committee will appoint a Secretary, who will keep minutes of the Committee meetings. The University's Ombudsperson will attend these meetings, but with no voting rights.

3. The Committee will agree and set the final list of Universidad Europea de Madrid scholarship recipients for the coming academic year, taking into consideration the student's family income and assets, the order established in Article 7 of this Regulation, and budgetary funds available.

Article 11. Scholarship Committee Decisions

1. The Scholarship Committee will decide on the applications submitted and notify the decisions taken. In any case, the Committee shall take the remaining budgetary funds available into consideration at its meetings, and may set a cutoff grade according to the applications submitted.

2. For these purposes, it will verify compliance with the requirements set forth in this Regulation and apply the relevant scales, reaching one of the following decisions for each application:

- a) Grant a scholarship: the first scholarship granted to an applicant, defining the amount awarded.
- b) Refuse a scholarship: refusing a scholarship due to noncompliance with any of the requirements set forth in this Regulation.
- c) Renew a scholarship, maintaining the percentage of its value.

3. Committee decisions are final.

Article 12. Term of scholarships

All scholarships granted or renewed are exclusively for the upcoming academic year, regardless of whether their amount is modified or not. The renewal of any type of scholarship must be requested for each academic year and is available provided you enroll on the required credits.

Article 13. Scholarship recipient duties

In addition to the duties as a student, set forth in the Universidad Europea de Madrid Student Statute and the Disciplinary Regulations, scholarship recipients may collaborate in university activities, always respecting their academic schedules and ensuring that the tasks required do not interfere with their academic performance.

Additional Provision. Entry into force.

This Scholarship Regulation shall apply for the 2017/2018 academic year.

Temporary Provision: Temporary regulations

The scholarship renewal table below shall apply to students awarded a scholarship in academic years prior to 2015-2016 and who wish to renew them subsequently, until they complete their studies:

Entry grade	Renewal grade	Decision
Outstanding	Outstanding	Maintain amount
Outstanding	Above Average	Reduce by 25%
Above Average	Outstanding	Increase by 25%
Above Average	Above Average	Maintain amount

The entry grade is the grade obtained in the last academic year the scholarship was granted.

The following table shall be considered only for renewing scholarships granted in previous academic years:

Note	Financial situation	Scholarship amount
Outstanding	<€30,000	Up to €4,000 per year
Outstanding	€30,000-40,000	Up to €2,500 per year
Outstanding	Up to €60,000	Up to €1,500 per year
Above Average	<€30,000	Up to €2,500 per year
Above Average	€30,000-40,000	Up to €1,500 per year
Above Average	Up to €60,000	Up to €1,000 per year

Students must pass all subjects of the last year studied during the first exam period and must enroll on a full academic course to renew their scholarship. Otherwise, the scholarship will be automatically refused.

To enroll on a full course, final year students must enroll on all credits necessary to complete their degree program.

The application period **for students already enrolled at the Universidad Europea de Madrid** (i.e. not new students) who have received a University grant the previous academic year and want to renew it, will **begin on June 15** (or next business day) and **end on July 14** (or next business day). Applications must be accompanied by all relevant documentation.

For students on degree programs with class schedules compatible with working hours, the period ends on **September 10**.

Villaviciosa de Odón, May 25, 2017